



COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM

TO: All Requisitioners
FROM: Lorraine M. Kolb, Buyer
DATE: 1-1-13
SUBJECT: **OFFICE SUPPLIES**

Office Supplies can be ordered on line at either of the following websites:

Vendor: Eaton Office Supply
Web Site: www.eatonofficesupply.com/
Vendor #: 109602
NYS Contract # PC64674

Contact Information: Tom DiNunzio
tdinunzio@eatonofficesupply.com
716-691-6100 Ext. 344

Delivery: Tuesdays & Thursdays
Commodity No.: 610, 615, 615A, 615B & 620
Purchase Group: 005

OR

Vendor: Office Max Inc
Web Site: www.officemaxsolutions.com/index.shtml
Vendor #: 115581
NYS Contract # PC63828

Contact Information: Sharon Gilray
sharongilray@officemax.com
716-479-7543

Delivery: Tuesdays & Thursdays
Commodity No.: 610, 615, 615A, 615B & 620
Purchase Group: 005

If you do not have a login/password please contact the representatives listed above for an account number and training. You are restricted to order "Contract" items only with your blanket purchase order. Any item that falls outside of what is available on contract needs to be entered on a SAP requisition to my attention with justification of required item(s).

If you have any questions, please feel free to contact me at Ext. 6340.

lmk